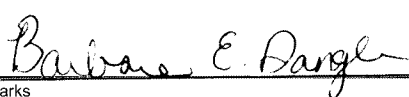


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY HUMAN RESOURCES SHARED SERVICE CENTER					
Position Description Coversheet <i>(Please read instructions on back)</i>				1. Position No. EPES21014	2. Incumbency Allocation Only? May not be IA'ed
3. Reason for Submission New	4. Employing Office Location Washington, D.C.	5. Duty Station Washington, D.C.	6. BUS Code 8888	9. Cybersecurity Code a. 000 b. _____ c. _____	
Explanation (Show any positions replaced)	7. Fair Labor Standards Act Exempt-Executive	8. Financial Statements Required OGE-278 Required	10. Position Status SES (General)		
	11. Supervisory Status Code 2-Supervisor or Manager	12. Competitive Level Code			
	13. Competitive Area	14. Drug Testing Yes			
	15. Extramural %	16. Functional Class Code N/A			
	17. Medical Monitoring	18. Position Sensitivity Critical-Sensitive			
19. Security Clearance Top Secret	20. Position Risk High		21. Emergency Essential		
22. Developmental Position No	23. Full Performance Level Current Level		24. Position Classification		
a. Official Allocation		Associate Administrator for Policy		Pay Plan ES	Occupational Code 0340
25. Organizational Title of Position (if different from official title)		26. Name of Employee (if vacant, state such) Victoria Arroyo			
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code	1st Tier Org Description U.S.Environmental Protection Agency				
b. 2nd Tier Org Code A0000000	2nd Tier Org Description Office of the Administrator				
c. 3rd Tier Org Code AA00000	3rd Tier Org Description Office of Policy				
d. 4th Tier Org Code	4th Tier Org Description				
e. 5th Tier Org Code	5th Tier Org Description				
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff			b. Typed Name and Title of Higher-Level Supervisor or Manager Jane Nishida, Acting Administrator		
Signature Utech, Dan		Date Digitally signed by Utech, Dan Date: 2021.02.02 16:58:31 -05'00'	Signature JANE NISHIDA		Date Digitally signed by JANE NISHIDA Date: 2021.02.02 17:26:11 -05'00'
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position			30. Position Classification Standards Used in Classifying/Grading Position		
Signature 		Date 2/2/21			
31. Remarks Executive Resources position.					

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Associate Administrator for Policy

ES-0340-00

Introduction

The Associate Administrator (AA) for Policy, directs the work of the Office of Policy (OP), in the Office of the Administrator of the U.S. Environmental Protection Agency (EPA). The AA serves as the principal advisor to the Administrator for coordination of Agencywide policies and economics that promote innovative approaches to protecting public health and the environment with responsibility for overseeing the testing of new and innovative approaches to environmental protection and related policy changes.

Major Duties and Responsibilities

1. Serves as a trusted advisor to the Administrator and Deputy Administrator on all matters pertaining to environmental protection policy, and economic and innovative approaches to protecting public health and the environment. Serves as the primary link between the Administrator and Deputy Administrator and the regulated community on innovative policies and practices. Assures Agencywide integration of policies, strategic framework, new practices and approaches for innovation which result in increased achievements in environmental protection.
2. Serves as the point of contact for affecting the coordination of matters pertaining to policies and economics that promote innovative approaches to protecting public health and the environment.
3. Oversees the Agency's implementation of innovative activities to ensure new approaches and related policies are identified, designed, and tested by supporting program-specific approaches by other EPA offices. Identifies advantages and disadvantages, risks, and benefits associated with particular proposals; evaluates the various methods of implementing policy and program initiatives; and provides the Administrator and Deputy Administrator with authoritative analyses and recommendations. Provides advice on the need for changes in the methods, procedures, and policies to strengthen the Agency's regulated authority. Recommendations are based on personal and group assessments, analyses, reports, general information, and other sources as supplemented by a continuous awareness of administrative or management policies, issues and programs.
4. Represents the Agency in providing advice and information to the Administrator and Deputy Administrator on innovative efforts and activities. Makes recommendations regarding policies and innovative efforts based on analysis of political, social, economic, technical and administrative factors. With the responsible program and regional offices, the Associate Administrator identifies and seeks solutions to emerging innovation issues.
5. Oversees the coordination of innovative activities, work groups, and regional responses to

specific issues. Responsible for the consistent application of national program policies by reinforcing existing administrative, procedural, and program policy mechanisms as well as through initiation of reviews of significant innovation activities of interest to the Administrator. Also, oversees on-site field visits which study, analyze and resolve problems of regional, sectional, and national scale.

6. Establishes and maintains working relationships with regional offices, program offices, stakeholders and partners. Recommends and coordinates personal involvement by the Administrator and Deputy Administrator in relations with State, county and local government officials. Works with the Regional Administrators to encourage the adoption of improved methods for dealing with small business and communities and to ensure that State and local perspectives are brought to bear in the development of specific EPA policy and program initiative.
7. Conducts briefings for the Administrator and/or her staff, Assistant Administrators, key program managers, or other officials as to the development of innovation, especially in terms of advance knowledge on controversial or sensitive issues.
8. Represents the Administrator and the Agency at all levels of government including Federal, State, municipal and county agencies and at private industry and citizen groups; provides information and advice on the Agency's innovation activities and programs and interprets existing and proposed plans and policies; and applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to promote plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, works out agreements at all these levels and advises the Administrator on courses of action which should be taken.
9. Keeps alert and informed on current policies, programs and procedures of the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches. Makes recommendations to the Administrator and Deputy Administrator on comprehensive proposals for increasing the Agency's regulatory flexibility.
10. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, establishes performance standards, appraises staff against these standards, and overall administration of human resources and equal employment opportunity programs within the organization.

11. Exercises continuing responsibility to effectively support the Equal Employment Opportunity Affirmative Action Plan and communicating this support to subordinates, taking positive actions which will motivate and give opportunity to all personnel.
12. Performs other duties as assigned.

SUPERVISORY CONTROLS

Receives general direction and broad policy guidance from the Administrator/Deputy Administrator. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objective and compliance with policies. The incumbent exercises maximum latitude in performing assigned duties, and recommendations made are tantamount to final decisions. Work is reviewed in terms of end results.